

अण्डमान तथा
Andaman And



निकोबार राजपत्र
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EXTRAORDINARY

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अण्डमान एवं निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 2nd December, 2010

No. 356/2010/F.No. 1-194/2010-Dev-III.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14-3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications issued to this effect, the Lt. Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following Rules regulating the method of recruitment of 'Group 'C' post of Laboratory Assistant, Staff Car Driver (OG), Heavy Vehicle Driver (OG), Peon-Cum-Chowkidar, Safaikarmachari-Cum-Mali, Mali, Watchman, Hostel Attendant, Library Attendant, Laboratory Attendant, Groundman and Cook borne in the Directorate of Education, Andaman & Nicobar Administration, namely:-

1. Short title and commencement :-

- I. These rules may be called the Andaman & Nicobar Administration, (Department of Education, Group 'C' Non-Gazetted, Non-Ministerial posts) Recruitment Rules, 2010.
- II. They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, its classification and scale of pay :-

The number of posts, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit and qualifications etc. :-

The method of recruitment, age limit, qualifications and other matters relating to posts shall be as specified in paras 5 to 15 of the said Schedule aforesaid.

4. Disqualifications :-

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, if satisfied such marriage is permissible under the persons and the other party to the marriage and that there are other ground for on doing so, exempt any person from the operation of these Rules.

5. Powers to relax :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing relax any of the provisions of these rules, with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect reservation, relaxation regarding age limit and other concession required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM,
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.**

By order and in the name of the Lieutenant Governor,

Sd./-
(Ram Bhawan)
Assistant Secretary (Edn.)

SCHEDULE - I

**RECRUITMENT RULES FOR THE POST OF LABORATORY ASSISTANT,
DIRECTORATE OF EDUCATION**

1.	Name of post	LABORATORY ASSISTANT
2.	No. of post(s)	118 (One hundred eighteen) 2010 *(Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	(PB-1) Rs. 5200-20200 with Grade Pay Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	For male 18 - 33 years & female 18 - 38 years [Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time] Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from the Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications prescribed for direct recruits	Essential: 1. Must have passed Senior Secondary School Examination with Physics, Chemistry and Biology as subjects from a recognized Board /Institution Desirable: 1) Bachelor's Degree in Science of the subject concerned 2) Two years experience as Laboratory Assistant in any Govt. recognized Institution/School 3) Knowledge of Hindi
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Age:- No Educational Qualification :- Yes

10.	Period of probation	2 years
11.	Method of recruitment either direct or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	1. 50% by promotion, failing which by direct recruitment 2. 50% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	Promotion : From amongst the Group 'C' Employees/ Laboratory Attendant of Education Department in the Pay Band of Rs. 5200-20,200 with Grade Pay Rs.1800 and passed XII examination with Physics, Chemistry and Biology as subjects and having 16 years regular service in the respective grade and qualify in the written test to be conducted by the Department/Administration
13.	If DPC exists, what is its composition ?	Group 'C' DPC (for Promotion / Confirmation) consisting of:- 1) Director of Education - Chairman 2) Principal, SIE, Port Blair - Member 3) Deputy Education Officer (Sci.) - Member 4) Asst. Secretary (Perl.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE

DUTIES AND RESPONSIBILITIES OF A LABORATORY ASSISTANT

1. Maintenance of all Laboratory Stocks.
2. Issue of Equipments, Chemicals, Materials to Schools/Students.
3. Repair and maintenance of Laboratory equipments.
4. Preparation and assistance in conducting practical examination.
5. Improvisation of Lab equipments.
6. Providing First Aid to Students in case of accidents in Lab.
7. To keep Laboratory neat and clean.
8. To assist in conduct of Annual verification of Stocks.
9. Prepare the list of Condemnable/Unserviceable article for write off.
10. Assisting the Students and guiding them to handle laboratory articles carefully and safely during practical examination.
11. Any other duties as assigned in public interest by the Head of Institution/ Higher Authority / A & N Administration from time to time.

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**
DIRECTORATE OF EDUCATION

1.	Name of the post	STAFF CAR DRIVER (ORDINARY GRADE)
2.	No. of post(s)	14 (Fourteen) 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay /Pay Scale	(PB-1) Rs. 5200-20200 with Grade Pay – Rs. 1900
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruits	For male 18-33 years & female 18-38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time) Note:- The crucial date for determining age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the direct recruitment	Essential: 1. Must have passed Secondary School (X th Std.) Examination from a recognized School/Board 2. Must possess a valid Light Motor Vehicle Driving License 3. Must qualify Trade Test / Professional Test and also Written Test Desirable : 1. Two years experience in driving Light Motor Vehicle 2. Knowledge of Motor Mechanism and capable to locate and rectifying minor defects in the vehicle 3. Good knowledge in Traffic Regulation
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	Not applicable
13.	If DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1. Director of Education - Chairman 2. Principal, SIE, Port Blair - Member 3. Assistant Secretary (Edn.) - Member 4. Assistant Engineer (Mech.), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE**JOB DESCRIPTION FOR THE POSTS OF STAFF CAR DRIVER (ORDINARY GRADE, GRADE-II, GRADE-I AND SPECIAL GRADE)**

1. He should possess valid Driving License in hand.
2. He should wear proper uniform daily ;
3. He must be able to read English/Hindi, Numerals and Figures
4. He should drive the vehicle in safe way as per traffic rules.
5. He should be punctual in attendance.
6. He should maintain true & correct accounts of the journeys of vehicle in the log book of the vehicles properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
7. He should get the log book verified and signed by the designated authority on monthly basis.
8. He should keep the vehicle neat and clean by water washing wiping and polishing.
9. He should check the oil, lubricant, water & brake every day before the vehicle being taken for driving.
10. He must have practical knowledge of Petrol & Diesel Engine working and able to locate faults and rectify minor running defects.
11. He must be able to change wheels and correctly inflate the Tyre.
12. He should maintain tool kit in the vehicle.
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
14. On the vehicle being sent for repairs etc, he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
15. The damage/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
16. He should maintain a date-wise record entry in respect of the repairs cost of spare parts replaced at the time of carrying out the repair.
17. He is responsible for timely reporting of break downs/accidents to the authorities.
18. He is responsible to collect the bills for repairing charges/cost of spare parts of the vehicle and submit in the office for arranging timely payment.

SCHEDULE-III**RECRUITMENT RULES FOR THE POST OF HEAVY VEHICLE DRIVER (ORDINARY GRADE) DIRECTORATE OF EDUCATION**

1.	Name of the post	HEAVY VEHICLE DRIVER (ORDINARY GRADE)
2.	No. of post(s)	1 (One) 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay /Pay Scale	(PB-1) Rs. 5200-20200 with Grade Pay Rs. 1900
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruits	For male 18-33 years & female 18-38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates

7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Must have passed Secondary School (Xth Std.) Examination from a recognized Institution / Board 2. Must have possess a valid Heavy Motor Vehicle Driving License 3. Must qualify Trade Test / Professional Test and also Written Test Desirable: <ol style="list-style-type: none"> 1. Two years experience in driving Heavy Motor Vehicle. 2. Knowledge of Motor Mechanism and capable to locate and rectifying minor defects in the vehicle. 3. Good knowledge in Traffic Regulation.
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- <ol style="list-style-type: none"> 1. Director of Education - Chairman 2. Assistant Engineer (Mech.), APWD, Port Blair - Member 3. Assistant Secretary (Perl.), A&N Admn. - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE

JOB DESCRIPTION FOR THE POST OF HEAVY VEHICLE DRIVER (ORDINARY GRADE)

1. He should possess valid Driving License in hand.
2. He should wear proper uniform daily;
3. He must be able to read English/Hindi, Numerals and Figures.
4. He should drive the vehicle in safe way as per traffic rules.
5. He should be punctual in attendance.
6. He should maintain true & correct accounts of the journeys of vehicle in the log book of the vehicles properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
7. He should get the log book verified and signed by the designated authority on monthly basis.

8. He should keep the vehicle neat and clean by water washing wiping and polishing.
9. He should check the oil, lubricant, water & brake every day before the vehicle being taken for driving.
10. He must have practical knowledge of Petrol & Diesel Engine working and able to locate faults and rectify minor running defects.
11. He must be able to change wheels and correctly inflate the Tyre.
12. He should maintain tool kit in the vehicle.
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
14. On the vehicle being sent for repairs etc, he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
15. The damage/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
16. He should maintain a date wise record entry in respect of the repairs cost of spare parts replaced at the time of carrying out the repair.
17. He is responsible for timely reporting of break downs/accidents to the authorities.
18. He is responsible to collect the bills for repairing charges/cost of spare parts of the vehicle and submit in the office for arranging timely payment.

SCHEDULE-IV

RECRUITMENT RULES FOR THE POST OF PEON-CUM-CHOWKIDAR **DIRECTORATE OF EDUCATION**

1.	Name of the post	PEON-CUM-CHOWKIDAR
2.	No. of post(s)	463 (Four Hundred Sixty Three)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C', Non Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	(PB-1) -Rs. 5200-20,200 with Grade Pay – Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruits	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
7.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1 Must have Passed Secondary School (X Std.) Examination from a recognized Board / Institution Desirable: i) Training in Basic and Refreshers Course in Home Guards and Civil Defence ii) Knowledge in Hindi or English iii) Ability to ride Bicycle

9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	75% by direct recruitment. 25% by transfer failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer to be made	Transfer: From amongst the Sweeper, Mali, Sweeper-Cum-Mali of Education Department who have put in a minimum five years of regular service in the grade. They should also possess elementary literacy and give proof of their ability to read either Hindi or English or any Regional language
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) consisting of:- 1. Director of Education - Chairman 2. Principal, DIET - Member 3. Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE

JOB DESCRIPTION FOR THE POST OF PEON-CUM-CHOWKIDAR

1. Peon-cum-Chowkidar / Multi-Skilled Worker is for general purpose, an attendant and will work as directed by the Officer / Office and institution in which works;
2. He should come to office not later than 8.00 am.
3. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy;
4. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office/institution tables, chairs, almirahs, windows, bookshelves, files cabinets and other furniture and keep the office / institution rooms clean and tidy;
5. He should remove all wastes papers etc for disposal as directed by the officer or the Section Officer or the Branch/Institution concerned;
6. If he is attached to an Officer:-
 - (a) he should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips desk calendar etc in their proper places.
 - (b) he should keep slips of paper within easy reach inside the room for use of his officer;
7. He should not leave office/Institution without permission of the Section Officer in-charge under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early;
8. Before leaving the office he should switch off, all lights & fans and close the doors and windows;
9. He should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, wherever required;
10. He should have a general idea about the arrangement for receipt of local and postal dak;

11. He should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly;
12. He should know the location of:-
 - (a) all important offices such as offices of Heads of Departments Offices, Head of Offices/Institutions and Central Government Offices etc;
 - (b) residence of officers and carry dak to the offices / officials concerned whenever required;
13. He should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
14. He should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
15. He should not use the bicycle/motor cycle provided to him by the office for other than office work and should not undertake any repair without any approval of his superiors.
16. He must avoid personal work when he is sent out on official work.
17. He should know the description of stationary articles and various kinds of forms used in the office.
18. He should be polite and respectful towards all officers and staff.
19. While a Peon-cum-Chowkidar/Multi-Skilled Worker is placed on watch and ward duty, he is responsible to watch and ward of office/institution premises and surrounding as well as the following duty and responsibility;
20. He should close the office/institution building doors, windows and switch off the lights, fans after office/institution hours.
21. He must always come to office/institution in proper uniform which should be clean and his appearance should be neat and tidy.
22. He should be punctual in attendance;
23. He is responsible to fill the water tank installed in the office premises, if the water supply is after office / institution hours.
24. He must go round the office building to see that no unauthorized persons are in the premises and prevent to move out any materials, equipment without permission of senior officer concerned.
25. He should maintain a diary about the movement of vehicles.
26. He must report immediately to higher authorities of unusual occurrence;
27. He is held full responsible for the occurrence to be happened in odd hours.
28. He must check daily and see that the fire fighting equipment are kept in good working condition and take immediate steps in fire fighting in case there is an incident of fire and also inform the Fire Service immediately.
29. He must remain on duty till relieved.
30. He should be courteous and polite with the public and alert in his duties.
31. He should attend to any other office work as may be required of him.

SCHEDULE-V
RECRUITMENT RULES FOR THE POST OF SAFAIKARMACHARI-CUM-MALI
DIRECTORATE OF EDUCATION

1.	Name of the post	SAFAIKARMACHARI-CUM-MALI
2.	No. of post(s)	149 (One Hundred Forty Nine)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	(PB-1)- Rs. 5200-20,200 with Grade Pay – Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (X Std.) Examination from a recognized Board / Institution. Desirable: 1. Two years experience in Gardening/Horticulture/ Agriculture. 2. Knowledge of Hindi
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member 4) Asst. Secretary (Perl.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as annexure to the Schedule

ANNEXURE TO THE SCHEDULE**JOB DESCRIPTION FOR THE POST OF SAFAIKARMACHARI-CUM-MALI**

1. He is responsible to clean/sweep the office/institution premises, keep the surrounding of the office/institution building as well as the drainage provided to the office/institution building neat and clean;
2. He must clean toilet daily and maintain toilet in hygienic condition.
3. He must always come to office in proper uniform which should be clean, neat and tidy;
4. He must be punctual in attendance and attend the office well 2 hours before the office/institution start for competing the cleaning works of lavatory blocks etc;
5. He is responsible to maintain accounts for cleaning materials supplied to him;
6. He should not leave office/institution without permission of the Section Officer/In-charge under whom he works.
7. Proper maintenance of Garden in the office/institution premises;
8. Timely maintenance and replanting;
9. Knowledge about different plants and its maintenance;
10. Timely cutting and maintenance of grass in the garden;
11. Fencing of the garden premises;
12. Knowledge about application of fertilizer to different plant and maintenance;
13. Preparation of land and fertilizer application for gardening;
14. Transplantation of Flower/Ornamental Plant;
15. Proper watering every alternate day to different plant in the garden as well as in the Pots;
16. Weeding out & Loosening of soil;
17. Preparation of soil and fertilizer application for filling it in Pots;
18. Plantation of Flower / Ornamental Plant in Pots;
19. He must attend to any other works which may assigned to him by his In-charge;

SCHEDULE-VI**RECRUITMENT RULES FOR THE POST OF MALI, DIRECTORATE OF EDUCATION**

1.	Name of the post	MALI
2.	No. of post(s)	3 (Three)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay / Pay Scale	(PB-1)- Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruitment	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange/Candidates

7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (Xth Std.) Examination from a recognized Board/Institution 2. Two years experience in Gardening / Horticulture / Agriculture
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion / deputation / transfer grades from which promotion/ deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group ' C ' DPC for confirmation consisting of:- 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to this Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF MALI**

The duties and responsibilities of Mali primarily to maintain garden and surrounding of Office/Institution building.

The main duties of Mail are:

1. Proper maintenance of Garden in the office/ institution premises;
2. Timely maintenance and replanting;
3. Knowledge about different plants and its maintenance;
4. Timely cutting and maintenance of grass in the garden;
5. Fencing of the garden premises;
6. Knowledge about application of fertilizer to different plant and maintenance;
7. Preparation of land and fertilizer application for gardening;
8. Transplantation of Flower/Ornamental Plant;
9. Proper watering every alternate day to different plant in the garden as well as in the Pots;
10. Weeding out & loosening of soil;
11. Preparation of soil and fertilizer application for filling it in Pots;
12. Plantation of Flower / Ornamental Plant in Pots;
13. He must attend to any other works which may assigned to him by his In-charge;

SCHEDULE-VII
RECRUITMENT RULES FOR THE POST OF WATCHMAN,
DIRECTORATE OF EDUCATION

1.	Name of the post	WATCHMAN
2.	No. of post(s)	1 (One)* 2010* (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay / Pay Scale	(PB-1)- Rs. 5200-20200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruits	18-33 years for male and 18-38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange / Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for direct recruitment	Essential: 1 Must have Passed Secondary School (Xth Std.) Examination from a recognized Board/Institution Desirable: i) Training in Basic and Refreshers Course in Home Guards and Civil Defence ii) Ability to ride Bicycle
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1. Director of Education - Chairman 2. Principal, DIET - Member 3. Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE**JOB DESCRIPTION FOR THE POST OF WATCHMAN**

1. He is responsible to watch and ward of office/institution premises and surrounding as well as the following duty and responsibility;
2. He should close the office/institution building doors, windows and switch off the lights, fans after office/institution hours.
3. He must always come to office/institution in proper uniform which should be clean and his appearance should be neat and tidy.
4. He should be punctual in attendance;
5. He is responsible to fill the water tank installed in the office premises if the water supply is after office / institution hours.
6. He must go round the office building to see that no unauthorized persons are in the premises and prevent to move out any materials, equipment without permission of senior officer concerned.
7. He should maintain a diary about the movement of vehicles.
8. He must report immediately to higher authorities of unusual occurrence;
9. He is held full responsible for the occurrence to be happened in odd hours.
10. He must check daily and see that the fire fighting equipment are kept in good working condition and take immediate steps in fire fighting in case there is an incident of fire and also inform the Fire Service immediately.
11. He must remain on duty till relieved.
12. He should be courteous and polite with the public and alert in his duties.
13. He should attend to any other office work as may be required of him.

SCHEDULE-VIII**RECRUITMENT RULES FOR THE POST OF HOSTEL ATTENDANT
DIRECTORATE OF EDUCATION**

1.	Name of the post	HOSTEL ATTENDANT
2.	No. of post(s)	11 (Eleven)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	(PB-1) Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruitments	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (X th Std.) Examination from a recognized Board / Institution

		<u>Desirable:</u> i) Two years experience in House Keeping ii) Ability to ride Bicycle
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion / deputation / transfer grades from which promotion/ deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC for confirmation consisting of:-</u> 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to this Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF HOSTEL ATTENDANT**

1. To assist the Hostel Authorities / Officers/Wardens in discharging their duties and responsibilities.
2. To attend the Hostel in-mate for their comfortable stay and boarding etc.
3. To maintain the Hostel environment healthy and hygienic.
4. To maintain the records and registers related to the in-mates and to maintain the attendance of the in-mates.
5. To assist the cooks and to ensure the services of healthy, wholesome hygienic food to the in-mates.
6. To maintain the stocks of provisions and other consumables and non-consumables of the Hostel.
7. Compulsory wearing uniforms while on duty.
8. Any other work which may be assigned to him by higher authorities/ In-charge.

SCHEDULE-IX**RECRUITMENT RULES FOR THE POST OF LIBRARY ATTENDANT**
DIRECTORATE OF EDUCATION

1.	Name of the post	LIBRARY ATTENDANT
2.	No. of post(s)	19 (Nineteen)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	(PB-1)-Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (X Std.) Examination from a recognized Board/Institution Desirable: 1) Certificate Course in Library Science from a recognized School / Institution 2) Two years working experience in a Library
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to this Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF LIBRARY ATTENDANT**

1. To assist the librarian in discharging his duties and responsibilities.
2. To up keep the library neat and tidy for the readiness.
3. To arrange the library books in the shelves as per the proper classifications and accessions for the convenience of the readers.
4. To help the readers/visitors in locating the books and other Reading materials available in the library.
5. To keep watch on the readers/visitors and to facilitate/provide reading environment.
6. To maintain the records of casual visitors/readers and borrowers from the library.
7. To wear uniform while on duty.
8. Any other works which may be assigned to him by higher authorities/In-charge.

SCHEDULE-X**RECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDANT**
DIRECTORATE OF EDUCATION

1.	Name of the post	LABORATORY ATTENDANT
2.	No. of post(s)	15 (Fifteen)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	(PB-1) Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (X Std.) Examination from a recognized Board/Institution Desirable: i) Two years working experience in a Laboratory of repute
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years

11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC for confirmation consisting of:-</u> 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member 4) Asst. Secretary (Perl.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to this Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF LABORATORY ATTENDANT**

1. To assist the Lab. Assistant / Teachers in discharging his duties and responsibilities.
2. To upkeep the laboratories suitable for practical activities.
3. To arrange the laboratory articles / equipments in the laboratory as per the classification/ categories.
4. To maintain the stock of articles / equipments / specimens in the laboratories.
5. To supply / issue and arrange the equipments and keep prepared / ready for the practical activities of the students.
6. Maintenance of the concerned laboratory neat, clean and tidy.
7. To collect the required specimens / articles from the source and to preserve / maintain them for the use of the students.
8. To maintain the consumable / non-consumable stock register with proper entries updated.
9. Compulsory wearing uniforms while on duty.
10. Any other work which may be assigned to him by higher authorities/In-charge.

SCHEDULE-XI**RECRUITMENT RULES FOR THE POST OF GROUNDMAN
DIRECTORATE OF EDUCATION**

1.	Name of the post	GROUNDMAN
2.	No. of post(s)	5 (Five)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay / Pay Scale	(PB-1)-Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit for direct recruit	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time)

		Note:- The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications prescribed for direct recruitment	Essential:- 1. Must have Passed Secondary School (X Std.) Examination from a recognized Board / Institution Desirable:- i) Training in Basic and Refreshers Course in Home Guards and Civil Defence ii) Knowledge in Hindi or English iii) Ability to ride Bicycle
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion / deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group ' C ' DPC for conformation consisting of:- 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF GROUNDMAN

1. He should wear proper uniform.
2. Timely cutting / levelling grasses in the ground.
3. Proper maintenance of ground playfield.
4. Planting of Flowers / Ornamental Plant, wherever required.
5. Preparation of ground in all respects during sports and whenever required.
6. Any other work which may be assigned to him by higher authorities.

SCHEDULE-XI**RECRUITMENT RULES FOR THE POST OF COOK**
DIRECTORATE OF EDUCATION

1.	Name of the post	COOK
2.	No. of post(s)	34 (Thirty Four)* 2010 * (Subject to variation dependent on the workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	(PB-1)-Rs. 5200-20,200 with Grade Pay Rs. 1800
5.	Whether selection or non-selection posts	Not applicable
6.	Age limit	18 – 33 years for male and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note:- The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange/Candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972	Not applicable
8.	Educational & other qualifications prescribed for the recruitment	Essential: 1. Must have Passed Secondary School (X Std.) Examination from a recognized Board /Institution 2. Ability to cook different regional Meals and Dishes Desirable: 1. Two years cooking experience in Restaurant/Hostel or any other concern repute
9.	Whether age and other qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation	2 (Two) years
11.	Method of recruitment either direct or by promotion or by deputation/transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1) Director of Education - Chairman 2) Principal, DIET - Member 3) Asst. Director of Education (Admn.) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to this Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF COOK

- 1) Preparation of all types of regional vegetarian and non-vegetarian foods.
- 2) Preparation of menu for each day and timely supply of food.
- 3) Up keeping of kitchen and other kitchen utensils in good hygiene.
- 4) Cooking and serving of hygiene / tasty/healthy foods to the hostlers / students.
- 5) Compulsory wearing uniforms while on duty.
- 6) Ensure that the dining hall is neat and clean.
- 7) Any other work which may be assigned to him by higher authorities.
